

FY2026-27 Resource Allocation Nuventive Training

DECEMBER 5, 2025

Agenda

- Guidance on **identifying funding requests** for your department/unit
- Share **key dates** for the 2026-27 Resource Allocation process
- Overview of the **Nuventive** Annual Planning Funding Request module

Steps to Identifying Funding Requests for Your Department

Step 1

Review goals in program review



Step 2

Determine specific department-level initiatives or efforts that can help make progress towards meeting unit/department goals



Step 3

Determine/select resources needed to implement those department-level initiatives or efforts?

Academic Program Review

Program Resources

In the following areas, what are the resources needed by the program to meet the goals for the next four years?

List resources in order of priority. Prioritize them within each category and/or develop an overall prioritized list of resources.

1. **Recommendation:** Program Growth Self-Study [The Faculty will engage in an informed and meaningful (taking this Program Review into account) discussion of how to secure program growth. This is critical and should be central to all programmatic planning in the next five years.]
Notes/Comments: Program growth requires continuous discussions and analyses: they are central to all critical elements of growth mentioned hereafter. We wish to focus on increasing student success and retention in our classes but in turn this means the college has to improve its methods of drawing students into our programs (see second recommendation below).
2. **Recommendation:** Marketing Efforts [We need to have an overt marketing campaign to secure program growth. This is critical and should be central to all programmatic planning in the next five years. Community outreach needs to include advertisement materials, an online and social media presence, etc.] --> \$10,000/year

Student Services Program Review

Program Vision and Future Planning

1. Program Vision

2. Future Planning

3. Program Resources

In the following areas, what are the resources needed by the program to meet the goals and SAOs for the next four years?

- List resources in order of priority. You might want to prioritize them within each category and/or develop an overall prioritized list of resources.
- Explain how these resources contribute to achieving the program's goals and SAOs.
- Explain how these resources contribute to the ECC Institutional Goals.

a) Staffing

b) Facilities and Equipment

c) Technology/Software

d) Contracts/Services

Administrative Program Review

Planning of Resources

July 2021 - June 2025

Facilities & Equipment Assessment

What resources does the office/program currently have? Attach any documents in the next field.

Director office

Project specialist desk (Vacant)

Use of 1 cubical (currently being used by Grants SSP)

What resources does the office/program need to better support the goals and outcomes? How will it help achieve office/program goals and outcomes? Attach any documents in the next field.

N/A for the moment.

Technology & Software Assessment

What resources does the office/program currently have? Attach any documents in the next field.

Grants Navigator System

Grants Website

Teams Site for project teams and cohort/COP pilot

What resources does the office/program need to better support the goals and outcomes? How will it help achieve office/program goals and outcomes? Attach any documents in the next field.

N/A-just need more time to customize grants navigator, website, and upload resources to Professional Development cohorts.

Staffing Assessment

What resources does the office/program currently have? Attach any documents in the next field.

Director of Grants

Grants Student Services Professional

What resources does the office/program need to better support the goals and outcomes? How will it help achieve office/program goals and outcomes? Attach any documents in the next field.

A fund 11 Grants supervisor to lead proposal development teams, while I create professional development curriculum that includes compliance training, complete internals controls manual (& keep current with OMB sending out its new update that are yet to be solidified for 2024), grants handbooks, and have support with editing/giving feedback to project teams on their proposals.

A 50% administrative assistant that would allow me to focus more on the professional development activities, attending meetings with current and potential grant partners, and ensuring compliance with federal grants. Each time I have a requisition to input, or travel to arrange (with all the changes, and being guided through various different processes), it takes about an 8-hour day. I could focus my time on the professional development curriculum, and increasing the number of grants ECCCD pursues.

Step



Check alignment of unit/department goals with institutional priorities to ask for resources that will have the greatest impact



Comprehensive Integrated Plan (CIP) Goals

Student-Centered Learning & Experience	Multiple Pathways to Success	Innovative Community Partnerships	Culture of Inclusion	Environment for Transformation
G1 Ensure equitable access to a holistic range of learning & support services	G3 Develop innovative pathways to recruitment, registration & cost reduction	G5 Provide high-quality lifelong learning opportunities for all community members	G7 Provide opportunities to foster community & sense of belonging	G9 Prioritize employee well-being & professional development
G2 Provide an educational experience at advances students' academic & lifelong learning goals & meets workforce needs	G4 Create flexible & high-value educational-to-employment experiences	G6 Strengthen partnerships between the classroom, workplace, and the community	G8 Cultivate a culture of safety & campus security	G10 Cultivate a campus culture that embraces innovation and excellence
				G11 Strengthen institutional effectiveness through continuous improvement

Step 5

Prioritize Funding Requests for Urgent Issues:

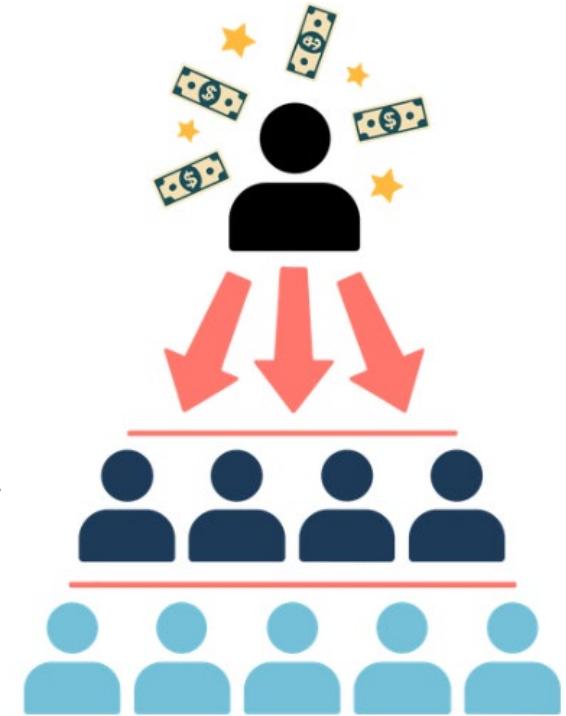
- *Related to safety, security, or liability risk*
- *Operational needs that could directly impact student learning and success*



Step 6

Work Collaboratively

- *Check if the funding requests of your department may benefit other departments/units*
- *Identify opportunities where a funding request could benefit multiple departments/programs*



Step 6

Write your funding request:

- *Mention the program review goals and initiatives that this funding request will support.*
- *Use data to demonstrate the specific need this funding request will address.*
- *Mention the key CIP goal (or core operational need) that aligns with this request to show how the funding will support progress on that goal.*



An Example of Step Academic Budget Request

- **\$12,000 for supplemental instruction tutors**
For gateway Math courses with equity gaps, funds will provide for:
 - 4 student tutors
 - 10 hours/week (32 weeks)
 - Serving 1280 students approx.
- **Aligns with Math Department Program Review goal #1**
Reduce equity gaps in course success rate of math courses
- **Aligns with Math Department initiative that supports goal #1**
Place supplemental instruction tutors directly into math courses with the largest equity gaps
- **Data to demonstrate the need the funding request will address**
Course success rate of Black/African American and LatinX students in gateway Math courses are 19 and 4 percentage points below ECC's course success rate average
- **Aligns with CIP Goal #2**
Provide an educational experience that advances students' academic and lifelong learning goals and meets workforce needs

An Example of Step Facilities Budget Request

- **\$8,500 to replace outdated lighting fixtures in Industry & Technology building**
 - Purchase and installation of LED fixtures in priority classrooms, labs, and corridors within the I&T building.
- **Aligns with Facilities Program Review goal #1**
Improve energy efficiency and reduce utility costs in instructional facilities
- **Aligns with Facilities initiative that supports goal #1**
Replace outdated fluorescent and failing lighting fixtures in instructional facilities with energy-efficient LED fixtures that meet current standards
- **Energy consumption data to demonstrate the need the funding request will address**
I&T building uses 22% more electricity than comparable campus facilities
- **Aligns with operational need that directly impacts student learning and success**
 - Reduces annual maintenance cost by \$1,200 approx.
 - Supports essential college operations



Additional Resources

El Camino College [Explore Programs](#) [Apply/Register](#) [Find Support](#) [Discover Campus](#)

Institutional Research [Apply](#) [MyECC](#) [Canvas](#) [Translate](#) [Dire](#)

Refer to the [List of Standard Reports and Dashboards](#) for production frequency and term for which standard reports and dashboards are updated.

Dashboards [View](#)

Annual Factbook [View](#)

Reports & Briefs [View](#)

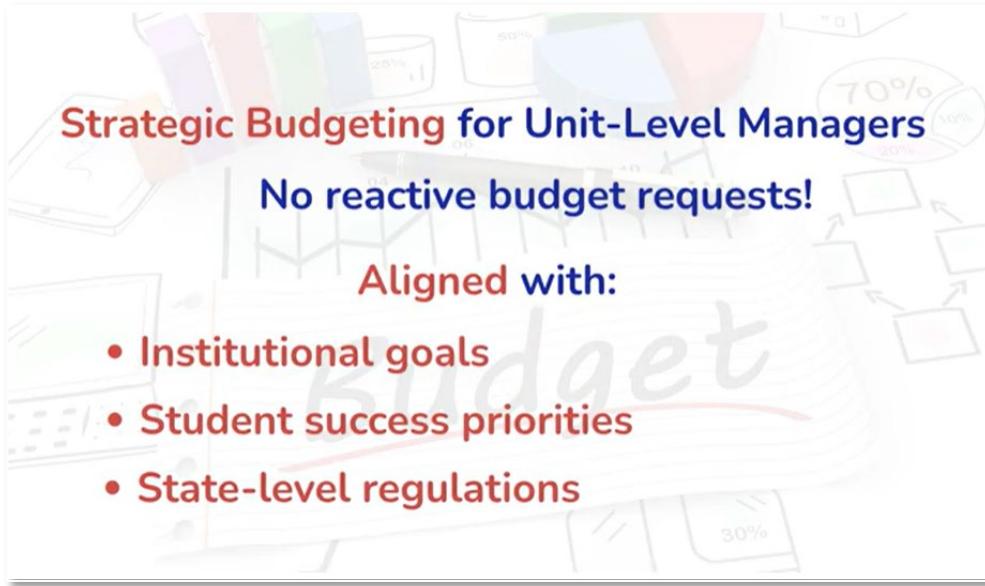
Surveys [View](#)

<https://www.elcamino.edu/about/institutional-research>



Additional Resources

Video: Strategic Budgeting



<https://tinyurl.com/StrategicBudgeting>



Video: Strategic Plans In Practice

STRATEGIC PLANS:

A Roadmap through
Challenging Times



Strategy is not a document.
It is the
daily discipline of choices.

<https://tinyurl.com/PlansInPractice>





El Camino College Annual Planning Dashboard

Division

All

Program

All

Race/Ethnicity

All

Gender

All

2024-25

F'24 Unduplicated
Students

24,084

Average Degree
Applicable Units

Average degree applicable units earned by
declared majors in their first year at ECC.

12.3

Updated by Institutional Research and Planning

Last date dashboard refresh: September 24, 2025

Month(s) when dashboard is updated: every October



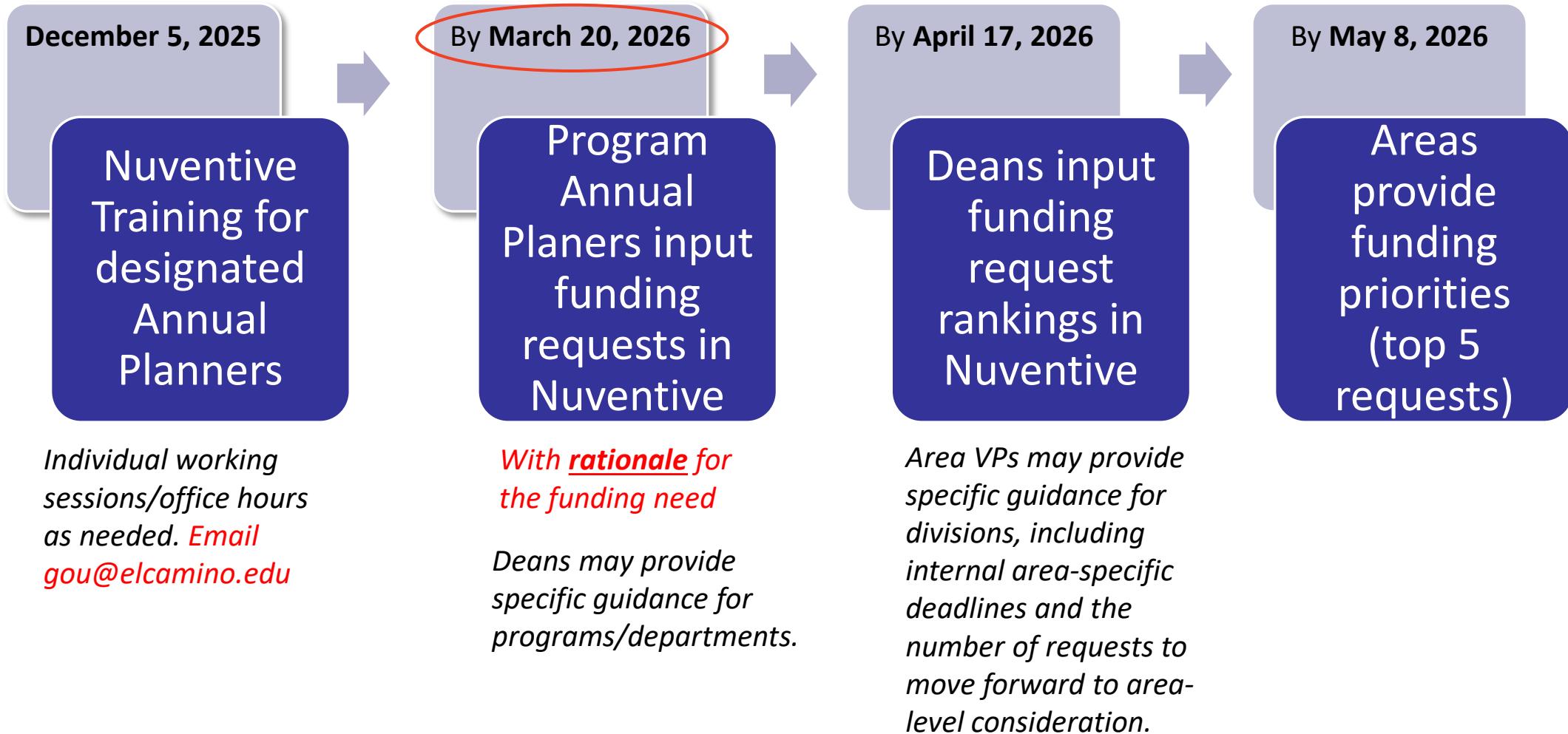
Link to Annual Planning Dashboard:

<https://tinyurl.com/ECCannualplanningdashboard>

Key Dates

2026-27 RESOURCE ALLOCATION PROCESS

2026-27 Institutional Resource Allocation Process



General Guidance

Information Needed in a Funding Request

- **Annual Planning Year:** 2026-27
- **Type of Request:** One-Time vs. Ongoing
- **Funding Category:** Staffing, Equipment, Technology, etc.
- **Funding Request Description**
- **Rationale for Funding Request**
- **Does this request directly address a critical risk? – YES/NO**
- **Was this funding request mentioned in the last program review? – YES/NO**
- **Amount Requested – number**



Tip: Funding Request Description

- Name of the funding request
- This should be short, distinct, descriptive enough for discussion purposes



Tip: Rationale for Funding Request

- The funding requests are reviewed by internal audiences: Deans, VPs, and ECC governance committees. This is not an external grant application!
- Add the most important information to the first few sentences.
- Sample information that may be helpful to include in the rationale:
 - How does the funding request support the goals of the college or vision/goals in the program review?
 - Why is it critical to receive the funding this year vs. next year? What alternative solutions have you been using so far and why can't this work anymore this year?
 - What happens if this funding request is not approved this year? How will the lack of funding impact enrollment, activities that are already in process, goals, student experience, etc.
- If including data, tell us why the data demonstrates the importance of this funding request.
- Spell check!

Funding Requests Can Support an Institutional Goal

Student-Centered Learning & Experience	Multiple Pathways to Success	Innovative Community Partnerships	Culture of Inclusion	Environment for Transformation
G1 Ensure equitable access to a holistic range of learning & support services	G3 Develop innovative pathways to recruitment, registration & cost reduction	G5 Provide high-quality lifelong learning opportunities for all community members	G7 Provide opportunities to foster community & sense of belonging	G9 Prioritize employee well-being & professional development
G2 Provide an educational experience that advances students' academic & lifelong learning goals & meets workforce needs	G4 Create flexible & high-value educational-to-employment experiences	G6 Strengthen partnerships between the classroom, workplace, and the community	G8 Cultivate a culture of safety & campus security	G10 Cultivate a campus culture that embraces innovation and excellence
Student-Centered	Pathways	Community	Inclusion	Transformative

Funding Requests for Operational Needs

A **Core Operational Need** is a direct replacement, rather than an upgrade or new addition, of broken or failing items essential to operations, instruction, safety, or regulatory compliance.



Examples: Requests for Operational Needs

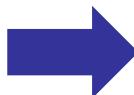
- Routine replacement of equipment that is broken or beyond its useful life (e.g., classroom furniture, projectors)
- Instructional equipment under \$5,000 (e.g., whiteboards, tools, lab supplies)
- Building repairs and maintenance

Examples: Requests to support an Institutional Goal

- **Retrofitting classrooms with upgraded or new types of equipment**
(G2 Provide an educational experience that advances students' academic & lifelong learning goals & meets workforce needs)
- **Employee professional development and conferences**
(G9 Prioritize employee well-being & professional development)
- **Marketing or outreach resources to strengthen industry partnerships**
(G6 Strengthen partnerships between the classroom, workplace, and the community)

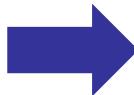
Examples: Requests that Are Not Part of This Process

Requests to hire part-time or full-time faculty



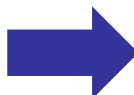
Managed through the faculty prioritization process.

Requests for more classroom or lab space



Contact your Dean to determine the best place to process this type of request.

Proposal for construction of a new building



Plans are documented in the Facilities Plan and managed by the Facilities Steering committee

Mapping Funding Requests to Goals

Purpose of Mapping

To provide information about how the funding request will support El Camino's institutional goals. This will help the reviewers to understand the context and rationale of the funding request.

This is a ***mandatory, required component*** of the funding request.

A funding request could either:

- Support an institutional strategic goal directly
- Support an operational need that makes achieving the goals possible

Mapping Funding Requests to Goals

To map a funding request, select either:

1. The one primary goal that this funding request contributes most directly to.
2. The “Core Operational Need” category

Core Operational Need
Repairing/replacing items for operations, instruction, safety, or compliance.

Goal 1:
Ensure equitable access to a holistic range of learning & support services...

Goal 2:
Provide an educational experience that advances students' academic & lifelong learnin...

Goal 3:
Develop innovative pathways to recruitment, registration & cost reduction...

Goal 4:
Create flexible & high-value educational-to-employment experiences

Goal 5:
Provide high-quality lifelong learning opportunities for all community members...

Goal 6:
Strengthen partnerships between the classroom, workplace, and the community...

Goal 7:
Provide opportunities to foster community & sense of belonging

Goal 8:
Cultivate a culture of safety & campus security

Goal 9:
Prioritize employee well-being & professional development

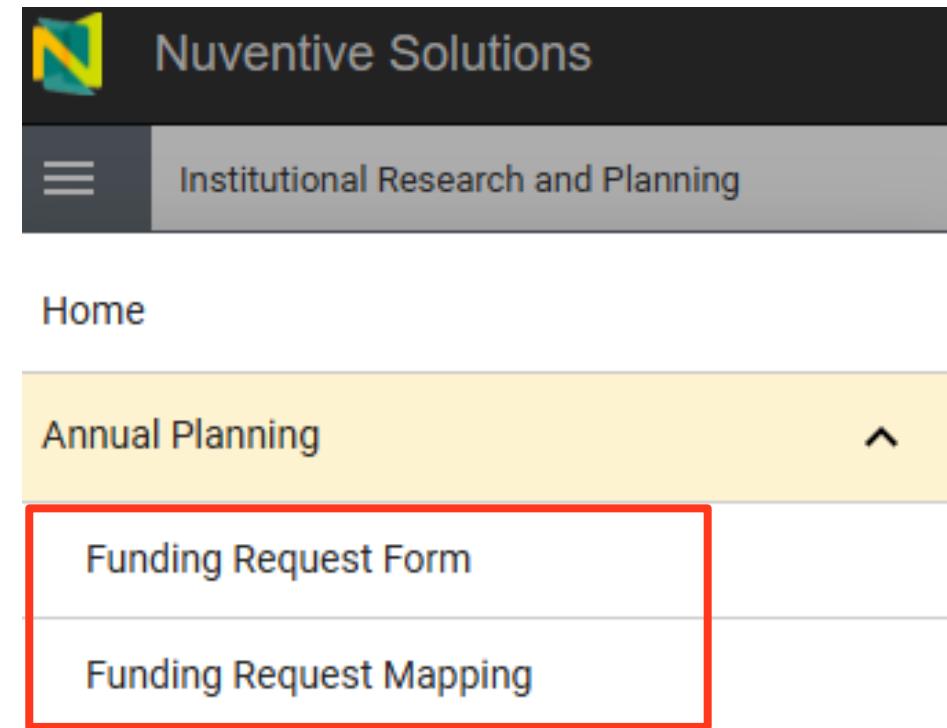
Goal 10:
Cultivate a campus culture that embraces innovation and excellence

Goal 11:
Strengthen institutional effectiveness through continuous improvement

Nuventive Overview

Topics Covered: Nuventive Overview

- How to log-into & Navigate Nuventive
- Entering New & Resubmitting Funding Requests
- Mapping Funding Requests to the goals





Logging in with URL

<https://solutions.nuventive.com/>





Logging in through IRP website

The log-in link can also be found on the [IRP website](#). Click on the Nuventive button below for quick access to the Nuventive link.



Nuventive Access

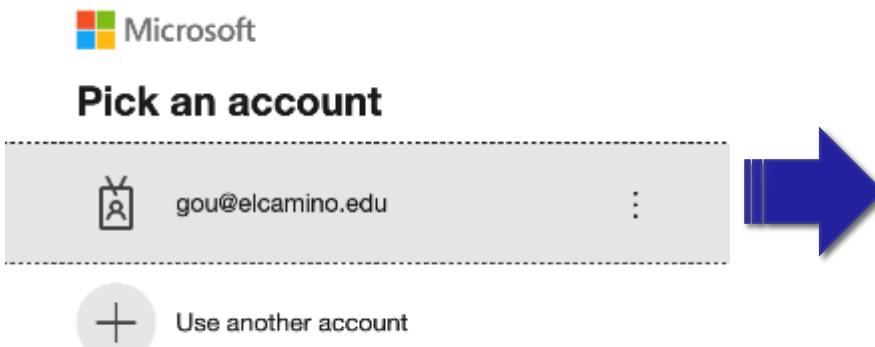
Nuventive is the online planning platform where annual goals, actions, metrics and resource requests are documented, mapped and tracked.

- [Link to Nuventive for Annual Planning/Program Review](#)



Logging in

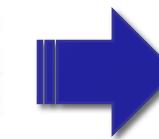
Use your ECC credentials to log-in. Click on “Don’t show this again” to stay logged into Nuventive in the future.



Sign in with your ECC email account

Sign in

- Forgot My Password
- Change My Password
- What's My Username?
- Troubleshooting MyECC
- Login and password help
- Chat with us Live



gou@elcamino.edu

Stay signed in?

Do this to reduce the number of times you are asked to sign in.

Don't show this again

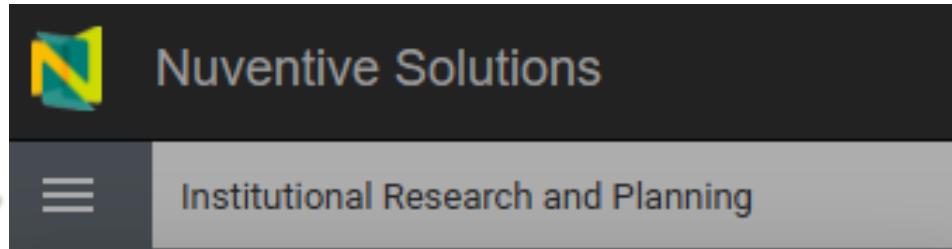
No

Yes

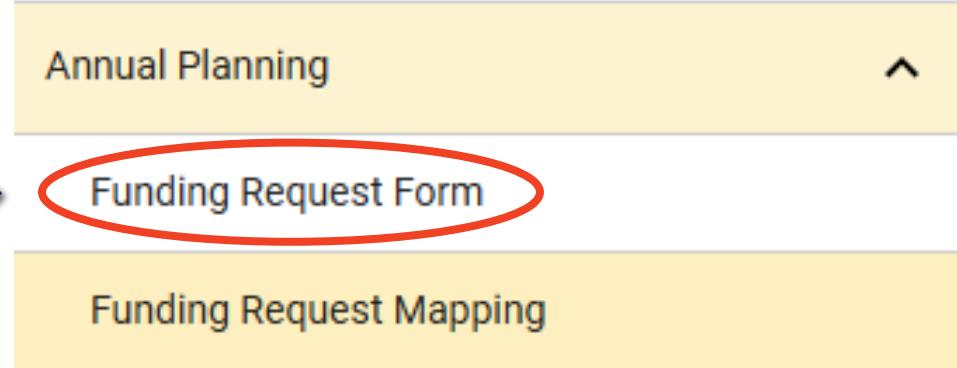
Submitting New Requests

Funding Request Form

Click on the three bars (menu) to get to the Home menu.

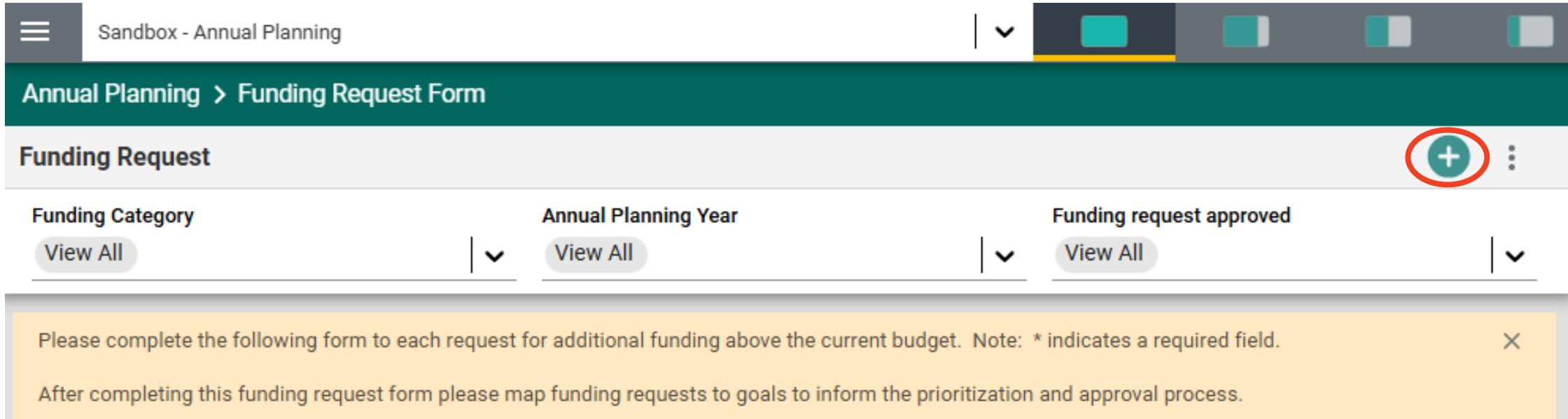


Click on Annual Planning and select **Funding Request Form**



Entering New Funding Request

Click  to add a new funding request



The screenshot shows a user interface for entering a new funding request. At the top, a navigation bar includes a menu icon, the text "Sandbox - Annual Planning", and several color-coded status indicators. Below this is a breadcrumb navigation bar with the text "Annual Planning > Funding Request Form". The main section is titled "Funding Request" and contains three filter dropdowns: "Funding Category" (View All), "Annual Planning Year" (View All), and "Funding request approved" (View All). To the right of these filters is a teal button with a white plus sign, which is circled in red to indicate it should be clicked. Below the filters is a yellow callout box with the following text: "Please complete the following form to each request for additional funding above the current budget. Note: * indicates a required field." and "After completing this funding request form please map funding requests to goals to inform the prioritization and approval process." There is also an "X" icon in the top right corner of the callout box.

Navigation Tip

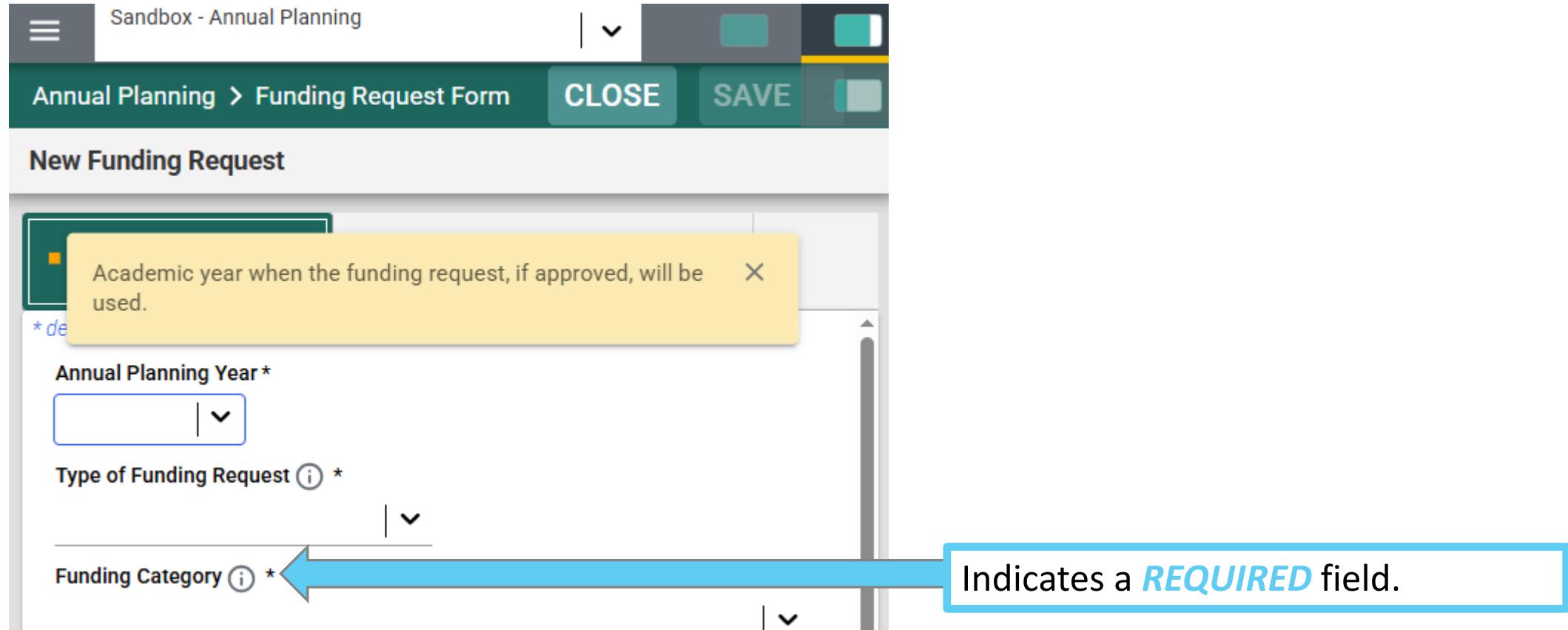
The screenshot shows a 'Funding Request Form' window. At the top, there is a header with a menu icon, the text 'Sandbox - Annual Planning', a dropdown arrow, and a toolbar with 'CLOSE', 'SAVE', and other buttons. Below the header, the title 'New Funding Request' is displayed. The form contains several fields: 'Annual Planning Year*' with a tooltip 'Academic year when the funding request, if approved, will be used.'; 'Type of Funding Request' with a help icon; and 'Funding Category' with a help icon. A yellow tooltip box is visible above the 'Annual Planning Year*' field, containing the text 'Academic year when the funding request, if approved, will be used.' with a red 'X' button to close it. A blue arrow points to the 'Type of Funding Request' field, and another blue arrow points to the help icon in that field.

A yellow box with definitions will appear the first time you click in the white space under each field.

- Click “x” to hide the description box.

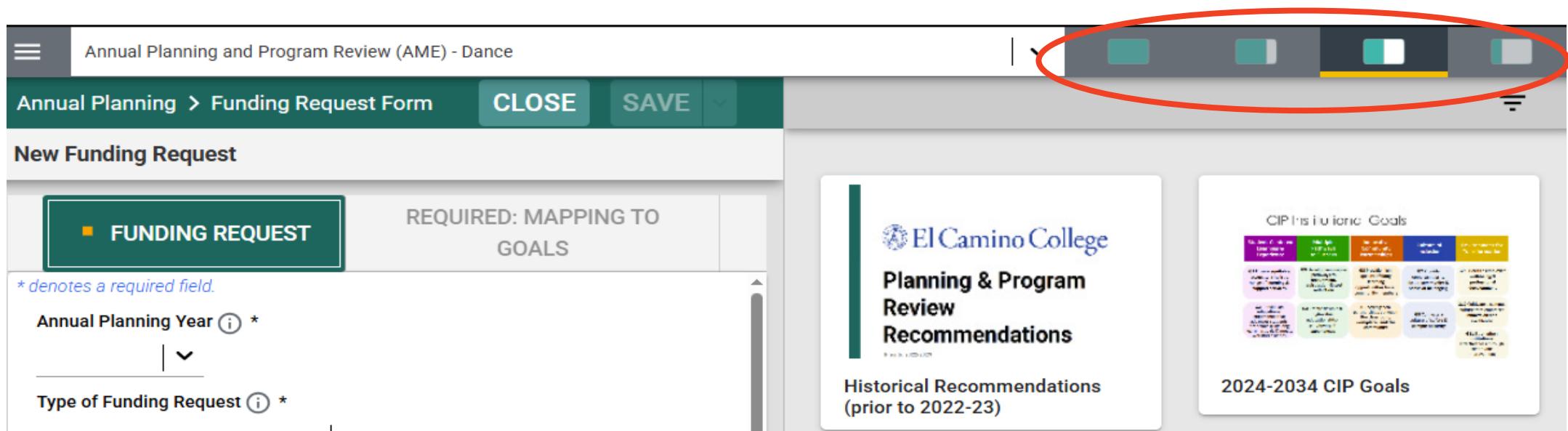
Click to unhide the definition box.

Navigation Tip



Navigation Tip

- Reference documents are provided on the right
- Use the four green/grey icons to reveal or hide the reference documents



Funding Request Form (Amount Requested)

Enter ***numbers***
only for the
Amount
Requested.



If applicable, was this funding request mentioned or derived from the last program review? [\(i\)](#)

Please enter numbers only - no text. 

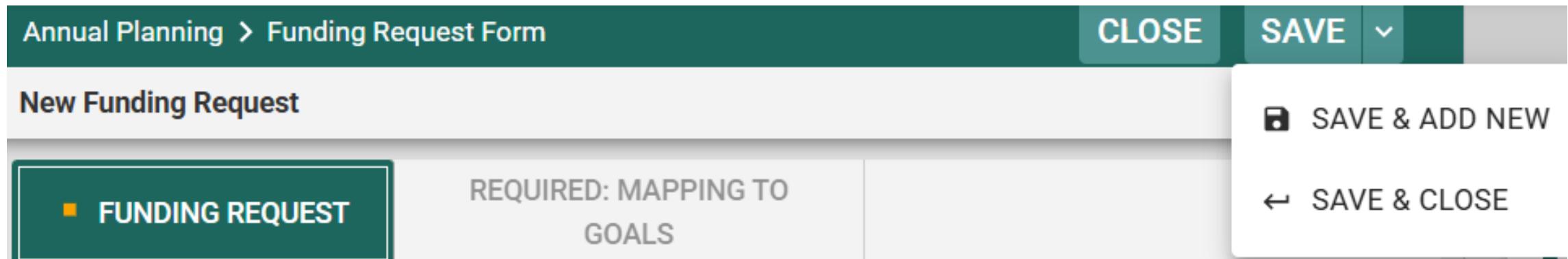


Amount Requested

65,000

Save your work

The Save function only works when all required fields (indicated with *) have been completed.



Open a Funding Request

Annual Planning > Funding Request Form

Funding Request

Funding Category Annual Planning Year

[View All](#) | [View All](#) |

Please complete the following form to each request for additional funding above the current budget. Note: * indicates a required field.

After completing this funding request form please map funding requests to goals to inform the prioritization and approval process.

Showing 5 of 5

Nuventive Training Demo Software		D. HONG 11/24/25
Amount Requested	20,000	Open
2026 - 2027 Divisional Priority Ranking		Copy
		Copy to Other Units
		Audit Log
		Delete

The screenshot shows a funding request card for "Nuventive Training Demo Software" with an amount of 20,000. The card includes a "Divisional Priority Ranking" section. A context menu is open on the card, showing options: "Open" (highlighted with a red circle), "Copy", "Copy to Other Units", "Audit Log", and "Delete". The "Open" option is the primary action for this demonstration.

- Each saved funding request will show as a card in the Funding Request landing page.
- To view or edit a funding request, click ⋮ and select open.

Mapping Form Access

One way to access the Mapping form is to click on “Mapping to Goals” within the Funding Request Form.

Annual Planning > Funding Request Form **CLOSE** **SAVE**

Nuventive Training Demo Software

FUNDING REQUEST REQUIRED: MAPPING TO GOALS

* denotes a required field.

Annual Planning Year i *

2026-27 x | ▾

Type of Funding Request i *

One-time funding | ▾

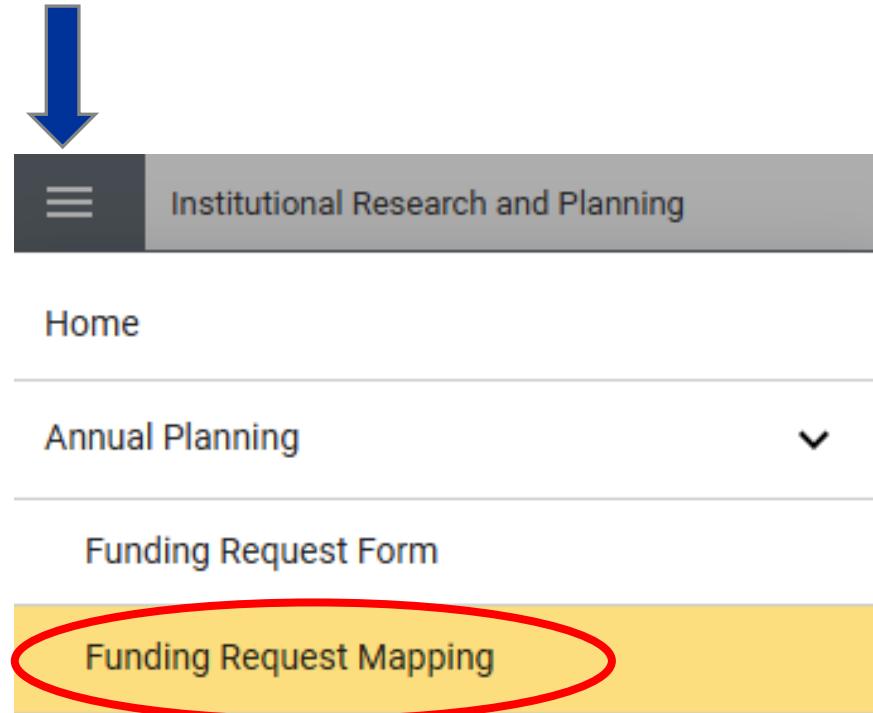
Funding Category i *

Software/Hardware | ▾

Funding Request Description i *

Nuventive Training Demo Software

Another way to access the Mapping form is to click on Funding Request Mapping in the main menu.



Mapping Funding Requests to Goals

REQUIRED: MAPPING TO GOALS	
Funding Request	<i>L = Linked</i>
Search by Keyword	Nuventive Training D...
Goal 6: Strengthen partnerships between the classroom, workplace, and the community...	L
Goal 7: Provide opportunities to foster community & sense of belonging	L
Goal 8: Cultivate a culture of safety & campus security	L
Goal 9: Prioritize employee well-being & professional development	L
Goal 10: Cultivate a campus culture that embraces innovation and excellence	L
Goal 11: Strengthen institutional effectiveness through continuous improvement	L

There are 11 CIP goals.

- While one funding request may support more than one goal. Please only map to the goal that the funding request contributes most directly to.
- Click on the “L” button to link the funding request to the goal that is supported by the funding request.
- A button highlighted in green indicates the funding request supports the goal on the left.

Mapping Form: Ignore Add/Edit Note Feature

Annual Planning > Funding Request Form

Close Save

Q Nuventive Training

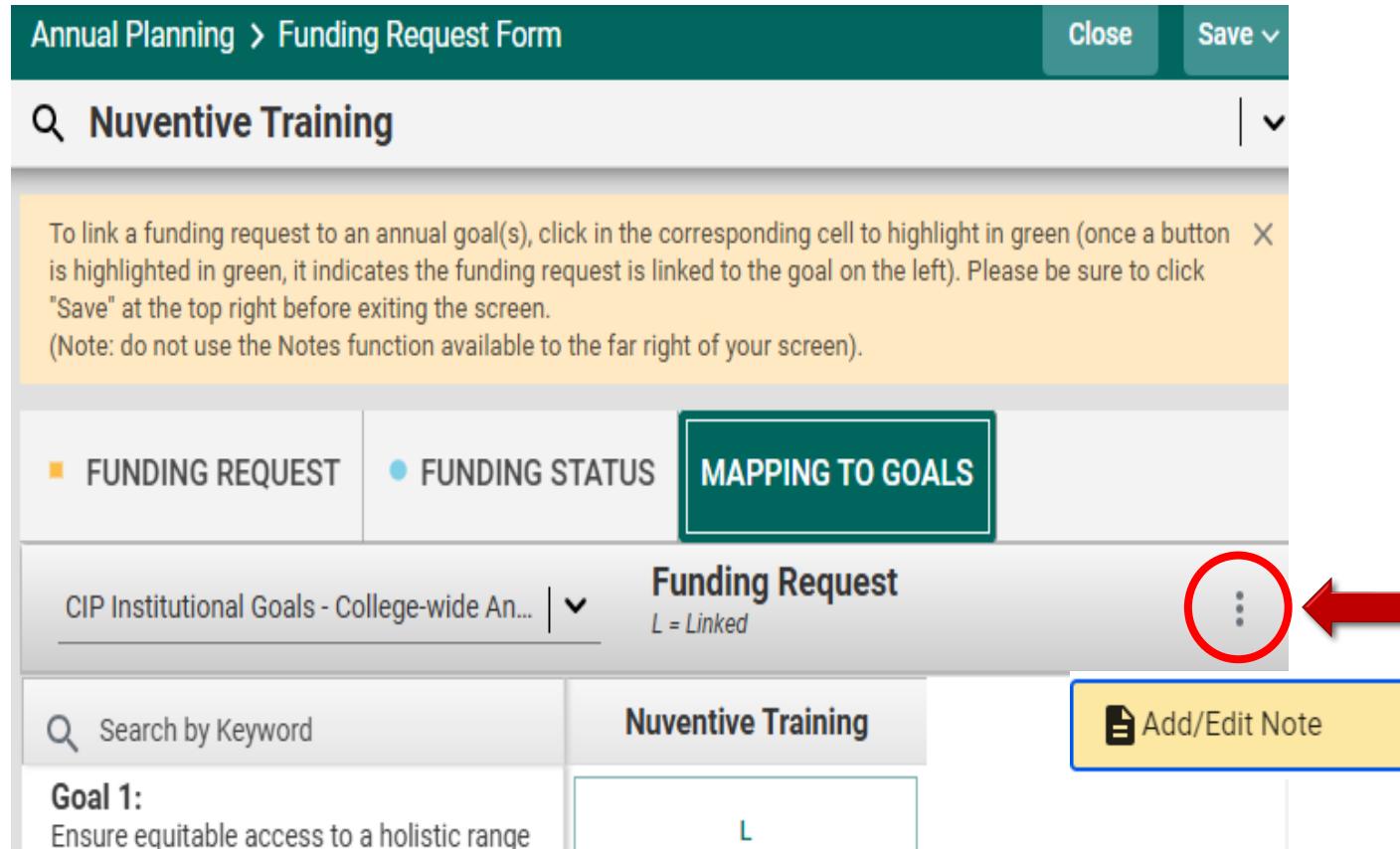
To link a funding request to an annual goal(s), click in the corresponding cell to highlight in green (once a button X is highlighted in green, it indicates the funding request is linked to the goal on the left). Please be sure to click "Save" at the top right before exiting the screen.
(Note: do not use the Notes function available to the far right of your screen).

FUNDING REQUEST FUNDING STATUS MAPPING TO GOALS

CIP Institutional Goals - College-wide An... | Funding Request L = Linked

Search by Keyword Nuventive Training Add/Edit Note

Goal 1:
Ensure equitable access to a holistic range



***Please Do Not Use
this Add/Edit
Note feature***

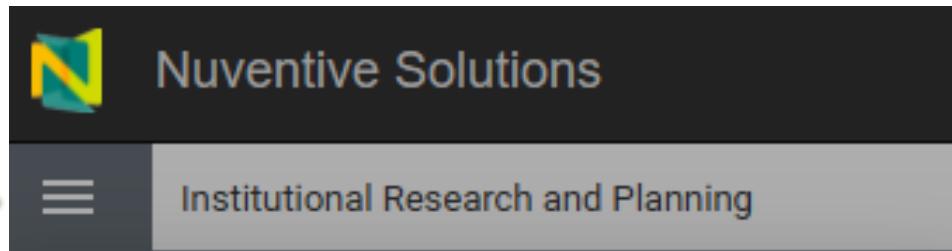
Resubmitting Funding Requests

Resubmitting Funding Requests

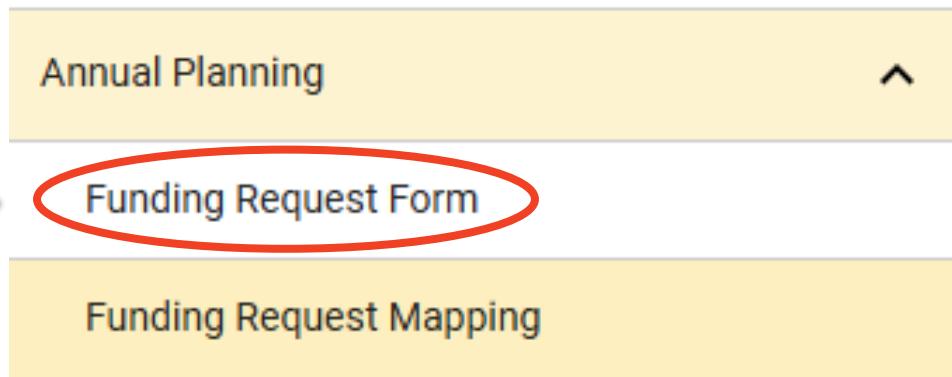
- To resubmit a funding request: update the submission **year** and **rationale**, including clarifying alignment to the new **CIP Institutional Goals** or your **Program Review goals**.
- Requests that require more than these two changes may be submitted as a new request.

Funding Request Form

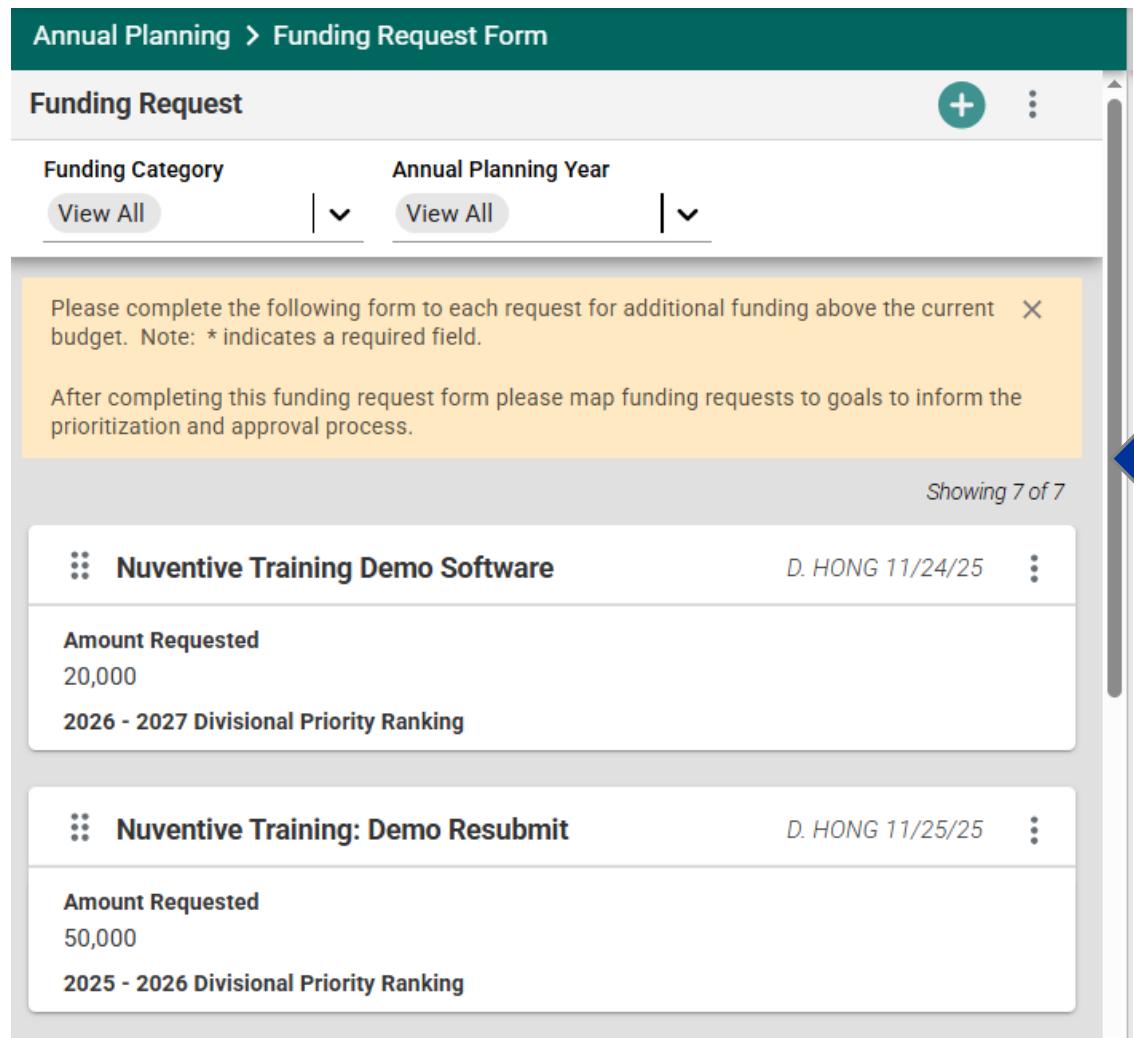
Click on the three bars (menu) to get to the Home screen.



Click on Annual Planning and select **Funding Request Form**



Reviewing Funding Requests



Annual Planning > Funding Request Form

Funding Request

Funding Category | Annual Planning Year

Please complete the following form to each request for additional funding above the current budget. Note: * indicates a required field.

After completing this funding request form please map funding requests to goals to inform the prioritization and approval process.

Showing 7 of 7

Request Details	Submitted By	Date	Actions
Nuventive Training Demo Software Amount Requested: 20,000 2026 - 2027 Divisional Priority Ranking	D. HONG	11/24/25	⋮
Nuventive Training: Demo Resubmit Amount Requested: 50,000 2025 - 2026 Divisional Priority Ranking	D. HONG	11/25/25	⋮

To review previously created funding requests use the gray scroll bar on the right to navigate the list.

Resubmitting Funding Requests

Annual Planning > Funding Request Form

Funding Request

Funding Category | Annual Planning Year

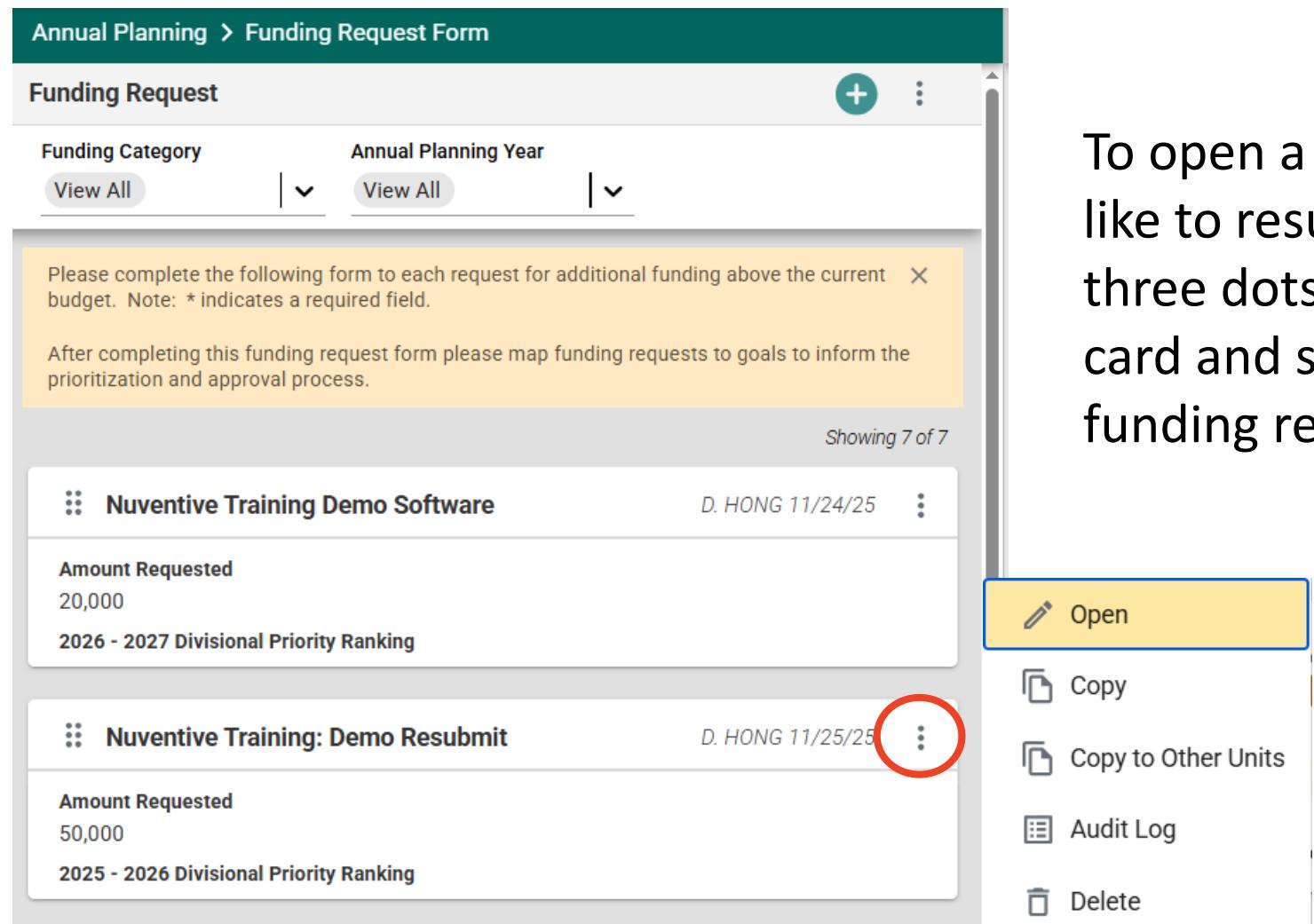
[View All](#) | [View All](#)

Please complete the following form to each request for additional funding above the current budget. Note: * indicates a required field.

After completing this funding request form please map funding requests to goals to inform the prioritization and approval process.

Showing 7 of 7

Nuventive Training Demo Software D. HONG 11/24/25	⋮
Amount Requested 20,000	
2026 - 2027 Divisional Priority Ranking	
Nuventive Training: Demo Resubmit D. HONG 11/25/25	⋮
Amount Requested 50,000	
2025 - 2026 Divisional Priority Ranking	



To open a request that you would like to resubmit, click on the three dots of the funding request card and select Open to edit the funding request form.

Resubmitting Funding Requests: Enter a New Annual Planning Year

Annual Planning > Funding Request Form

Q Nuventive Training: Demo Resubmit

FUNDING REQUEST

REQUIRED: MAPPING TO GOALS

* denotes a required field.

Annual Planning Year ⓘ *

2025-26 x | ▾

2026-27 | ▾

2024-25 | ▾

2023-24 | ▾

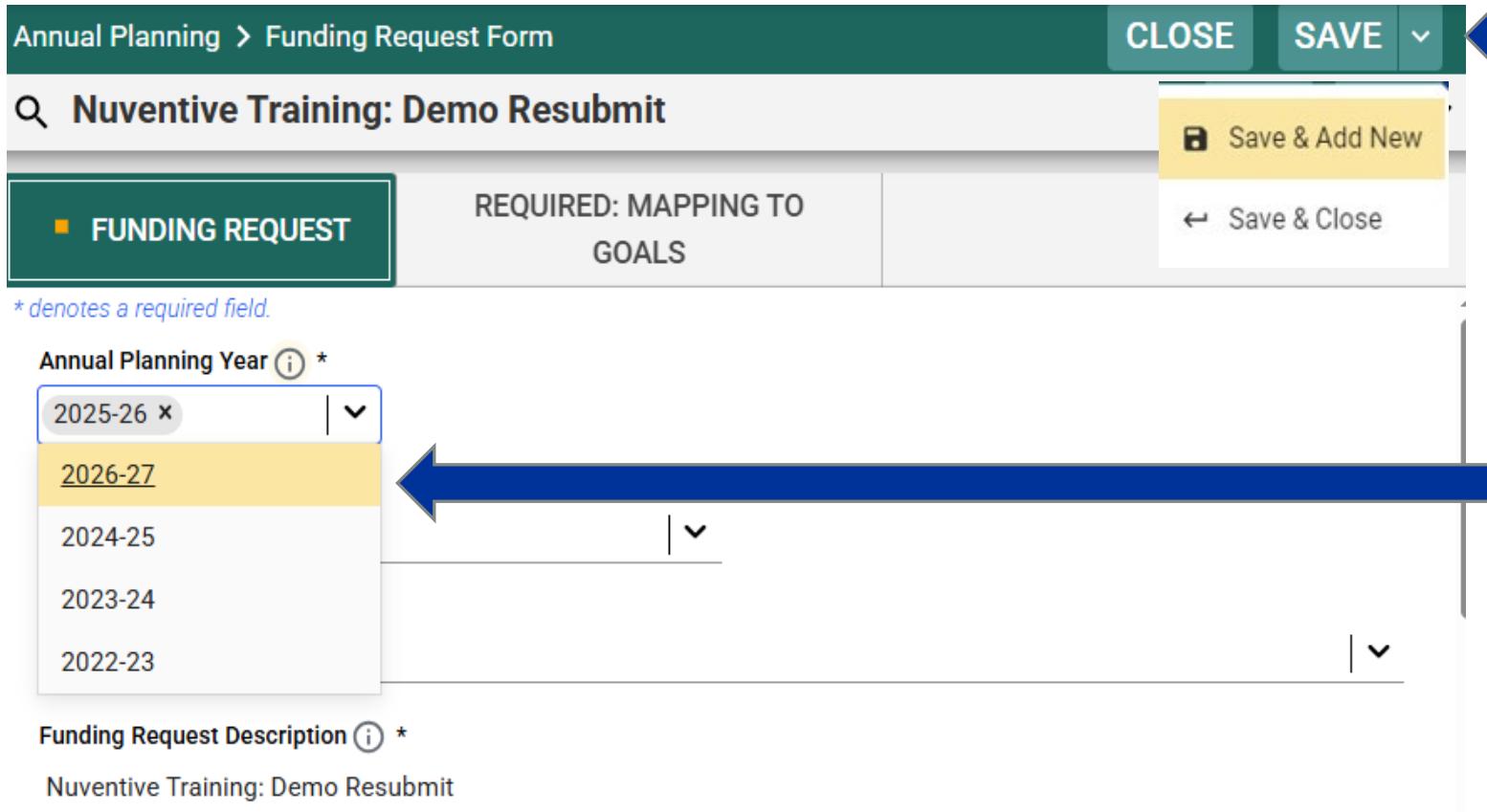
2022-23 | ▾

Funding Request Description ⓘ *

Nuventive Training: Demo Resubmit

CLOSE SAVE ▾

Save & Add New
Save & Close



The Save function only works when all required fields (indicated with *) have been completed.

To resubmit a funding request for the current resource allocation cycle:

- Add 2026-2027 to the annual planning field. Keep the previous year(s) in the field.

Resubmitting Funding Requests: Update Funding Request Rationale

In the rationale for the funding request, please clearly and succinctly articulate:

* How will the funding request support the goals of the institution, area or division/program?

* What rationale for the funding request was provided in the last program review? If applicable, copy text from program review.

Rationale for funding request

Test Funding 1: Rationale

Does this funding request directly address a critical risk?

No

If applicable, was this funding request mentioned or derived from the last program review?

No

Amount Requested

60,000



- Be sure to provide a clear rationale for your funding request by including an explanation of how it supports the institutional, area, or division/program goals.
- The institutional goals can be found in the Mapping to Goals tab.

Additional Features

COPY FUNDING REQUESTS

EXPORT FUNDING REQUESTS

How to Copy a Funding Request

Nuventive Training: Demo Resubmit

Amount Requested
50,000

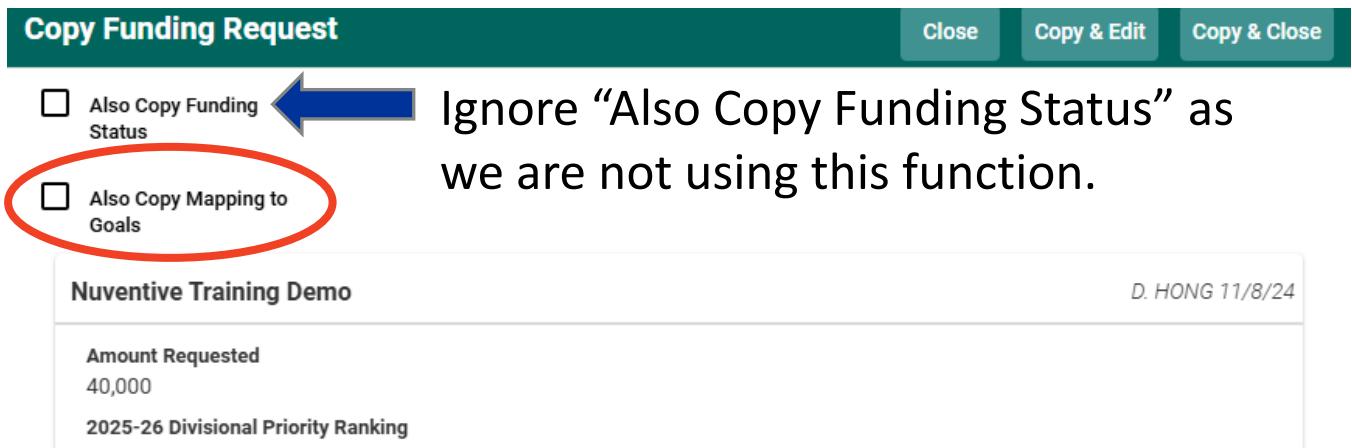
2025 - 2026 Divisional Priority Ranking

D. HONG 11/25/25

- Open
- Copy
- Copy to Other Units
- Audit Log
- Delete

To copy a funding request, click on the three dots and select “Copy” in the option box.

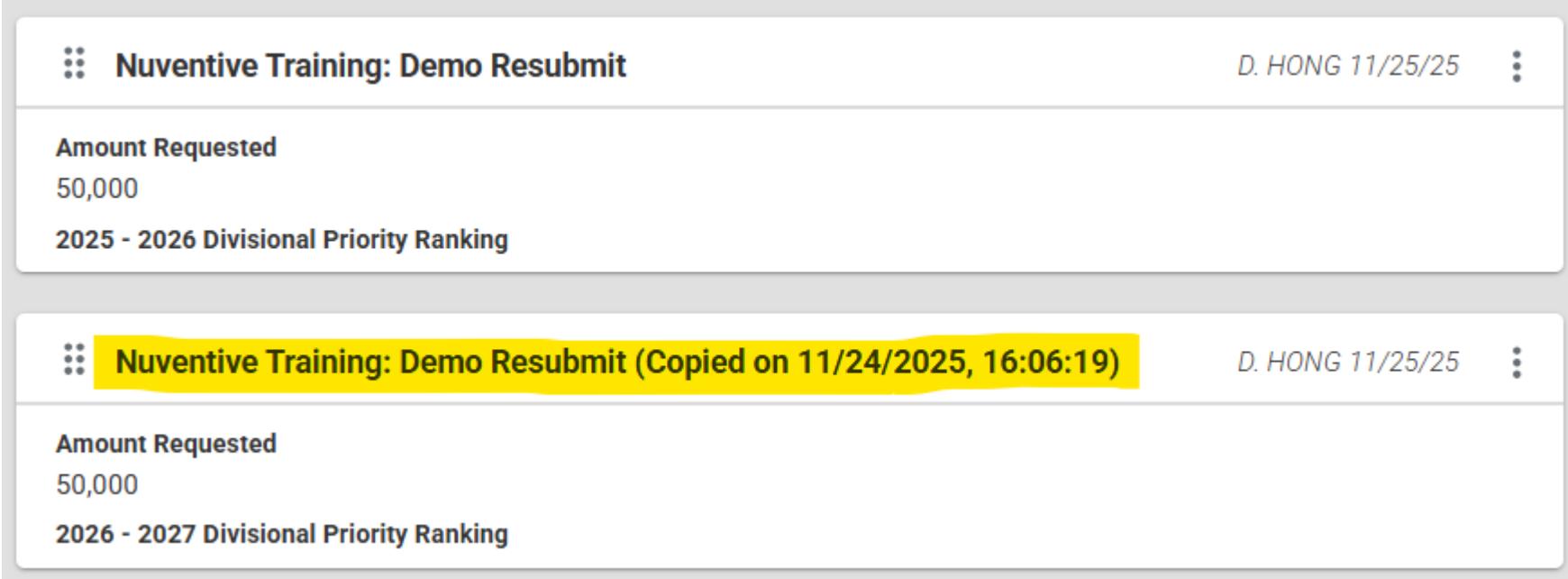
This screen will pop up. If it applies, select, check the box for “Also Copy Mapping to Goals” to have the linked goal copied.



Ignore “Also Copy Funding Status” as we are not using this function.

How to Copy a Funding Request

The copy will show up as a separate funding request card on the Funding Request Form main page.

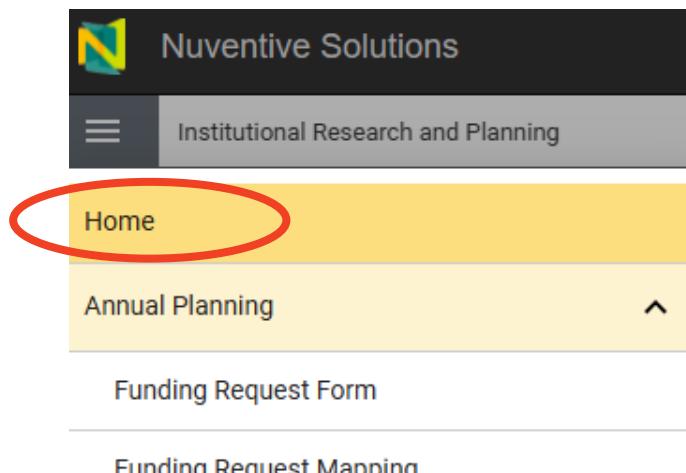


The screenshot displays a list of funding requests. The first request is for "Nuventive Training: Demo Resubmit" with a due date of "D. HONG 11/25/25". The second request is a copy of the first, titled "Nuventive Training: Demo Resubmit (Copied on 11/24/2025, 16:06:19)" with the same due date. Both requests show an "Amount Requested" of "50,000" and a "2025 - 2026 Divisional Priority Ranking". The copied request is highlighted with a yellow box around its title.

Request Title	Due Date	Amount Requested	Priority Ranking
Nuventive Training: Demo Resubmit	D. HONG 11/25/25	50,000	2025 - 2026 Divisional Priority Ranking
Nuventive Training: Demo Resubmit (Copied on 11/24/2025, 16:06:19)	D. HONG 11/25/25	50,000	2026 - 2027 Divisional Priority Ranking

How to Export Funding Request Data

To export funding request information, select “Home” in the main menu.



Click the “Funding Request Detail” tab at the bottom. Filter by annual planning year and/or funding category or leave it at “All” if you would like to export every funding request for your department/program, division or area. Click on the 3-dots to view more options. Select “Export data”.

Nuventive Improve Analytics

Funding Request Detail

Annual Planning Year: All

Funding Category: All

More options

Export data

Show as a table

Spotlight

Get insights

Sort descending

Sort ascending

Sort by

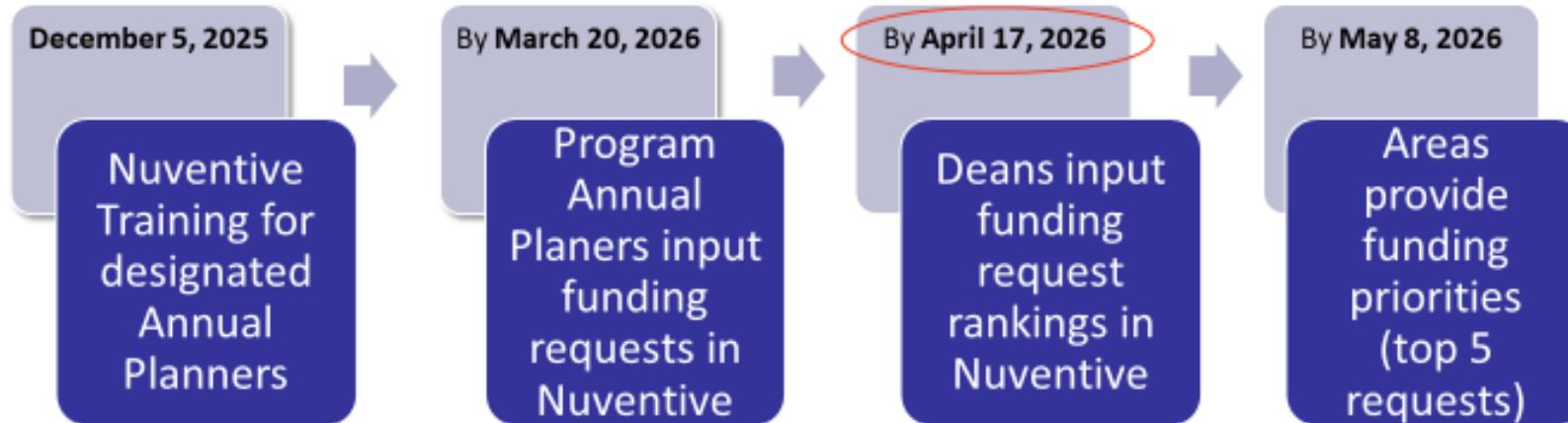
Annual Planning Year	Funding Category	Funding Request	Rationale for Request
2023-24	Staffing	Hire a part-time administrative assistant	Administrative tasks are currently either managed by the Research Technician or handled by individual IRP team members (IRP Director and analysts). In order for IRP to support the expanded planning and analysis needs of the College, a part-time Administrative Assistant is needed to take on the clerical work currently being done by the Research Technician and other IRP members.

Does this funding request directly support the College's mission? Yes

As the College moves toward more accountability and greater coordination of plans, the responsibilities of the IRP team are expected to expand in scope. These expanded responsibilities include:

- Supporting enrollment and retention goals by providing more analysis and building two new dashboards: 1) a high-level enrollment trends dashboard for the BoT and executive leadership and 2) a more granular enrollment management dashboard to plan class scheduling (College Goal #1)
- Serving as a central member of the new Institutional Effectiveness committee within the restructured College Council. IRP will be tasked to provide more in-depth analysis to assess how funding is used to achieve goals and produce expected outcomes. (College Goal #5)
- Greater emphasis on planning capacity building in order to have clear goals and KPIs that can be tracked for accountability (College Goal #5)
- Greater coordination of various planning process across the College and alignment of plans during implementation. This will contribute increased yield rate (College Goal #2), increase in retention and course completion

Funding Request Overview Funding Request Detail



Divisional Prioritization

FOR DEAN USE ONLY

Divisional Prioritization (For Dean Use Only)

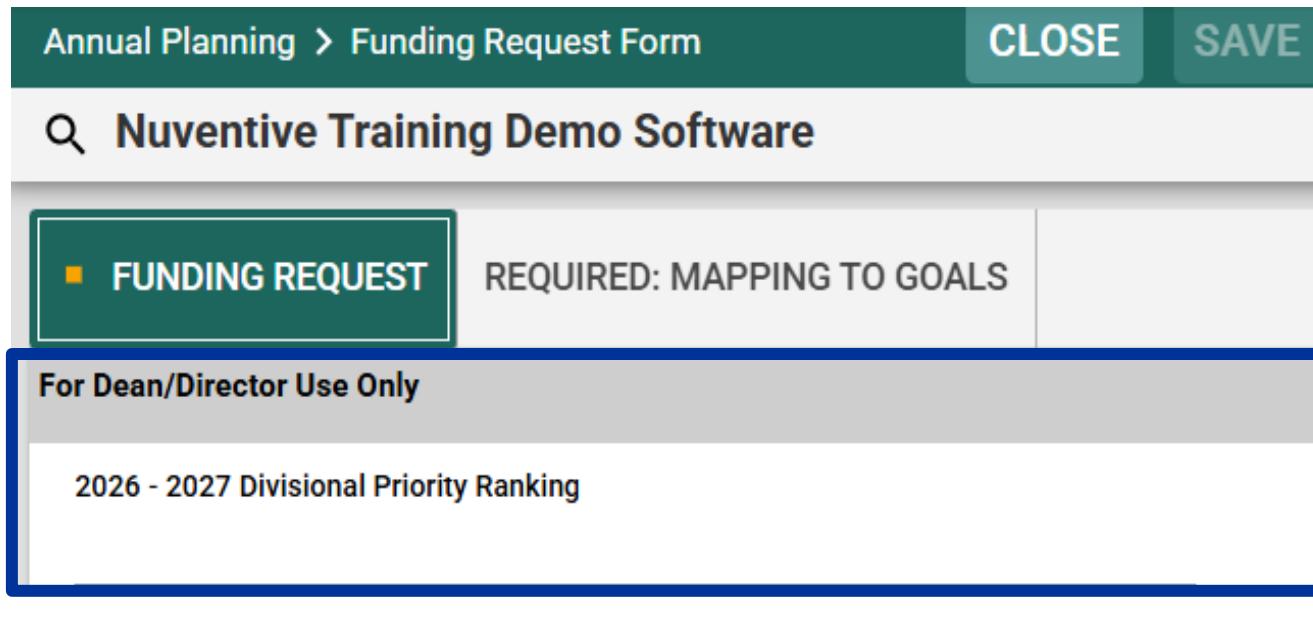
Annual Planning > Funding Request Form CLOSE SAVE

Q Nuventive Training Demo Software

■ FUNDING REQUEST REQUIRED: MAPPING TO GOALS

For Dean/Director Use Only

2026 - 2027 Divisional Priority Ranking



- If you are a Dean, use this space to enter a number to indicate the priority of the funding request (or to rank) relative to all funding requests submitted by all departments in the division.
- *Note: If a funding request has been resubmitted, there may be more than one timeframe (ex: 2025-2026, 2026-2027) in this section. In this case, assign a ranking to the current resource allocation year, which is 2026-2027.*
- Only funding requests with a number entered would be considered for area level prioritization.

Divisional Prioritization (For Dean Use Only)

If a funding request is prioritized and ranked with a number in the funding request form, that number will populate on the funding request card.

 Nuventive Training Demo Software

D. HONG 11/25/25



Amount Requested

20,000

2026 - 2027 Divisional Priority Ranking

3



Divisional Prioritization (For Dean Use Only)

Annual Planning > Funding Request Form

Funding Request

Funding Category Annual Planning Year

[View All](#) | [View All](#)

Please complete the following form to each request for additional funding above the current budget. Note: * indicates a required field.

After completing this funding request form please map funding requests to goals to inform the prioritization and approval process.

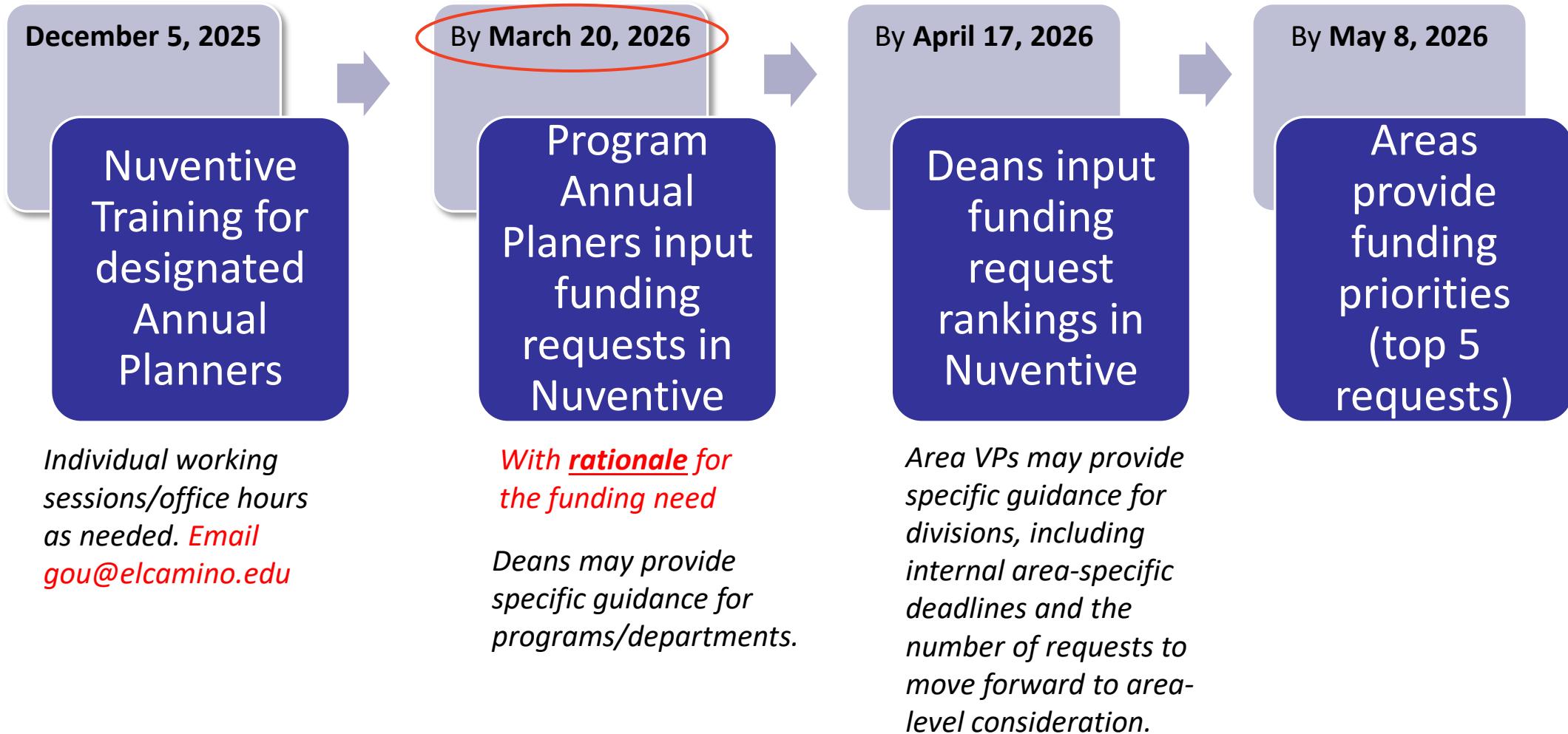
Showing 5 of 5

Nuventive Training Demo Software	D. HONG 11/24/25	:
Amount Requested	20,000	Open
2026 - 2027 Divisional Priority Ranking		Copy
		Copy to Other Units
		Audit Log
		Delete

Copy to Other Units is a new function that will allow funding requests to be copied to the Divisional screen.

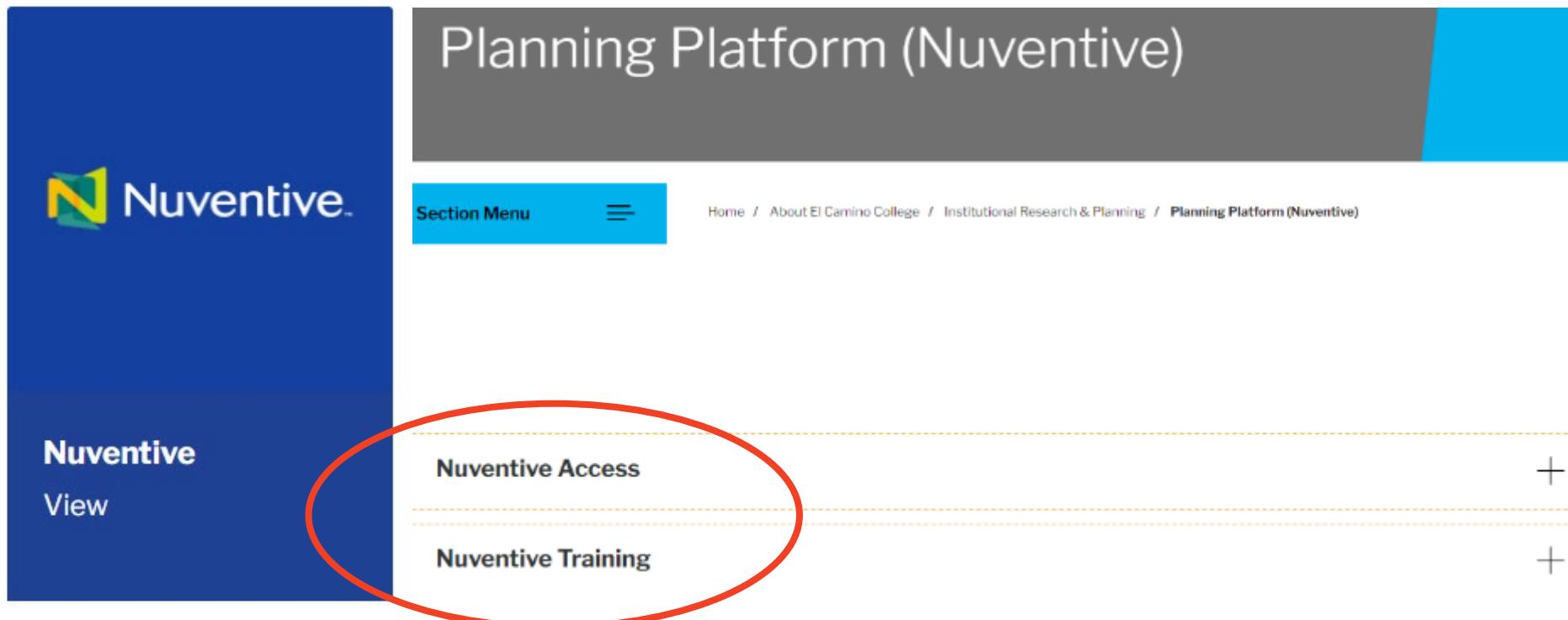
Next Steps

2026-27 Institutional Resource Allocation Process



Nuventive Resources on IRP Website

- Nuventive log-in link can be found in [Nuventive Access](#)
- Today's PowerPoint presentation can be found in [Nuventive Training](#)



To Request for Access to a Program in Nuventive

If you are an annual planner for your program and do not have Nuventive access, please contact the following individuals in your area to request for access.

Academic Affairs:

IRP (irp@elcamino.edu)

Administrative Services:

Shobhana Warrier (swarrier@elcamino.edu)

Student Services:

Jose Acevedo (jacevedo@elcamino.edu)

Human Resources:

IRP (irp@elcamino.edu)

Contact for Support

For questions regarding the overall annual resource allocation process contact:

Grace Ou (gou@elcamino.edu)



Questions?
THANK YOU!